



Town of Lexington

Office of Community Development

Health Division

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Temporary Food Service Permit Application

Date _____

Permit Fee:

Caterered Event - \$50.00

Non-catered (fundraiser) \$15.00

Existing Food Permit with Lexington Health Division (none)

Name of Applicant:	Phone:
Name of Event Coordinator or Person In Charge	
Address of Applicant:	
City:	State: Zip
Email Address:	
Signature of Applicant:	

Name of Event:
Event Address:
Date(s) of Event:
Hours of Operation for Event:

NOTE: Caterers and Food Service providers who are not based in Lexington must provide proof of a valid food permit and a recent food code inspection report from the municipality in which the establishment is based. Please include these documents and the permit fee (as outlined above), with this application. Lexington based Caterers and Food Service providers are exempt.

Answer the following questions to complete the permit application process:

1. What food will be served at the event? *Below, you are required to list out the common names of the prepared foods being served. Provide the location where the food items were purchased.*

<i>Common food names</i>	<i>What is the source of the food? Where will food be purchased?</i>

2. Describe equipment and method of transporting and storing hot food (140° F or above):
3. Describe equipment and method of transporting and storing cold food (41° F or below):
4. Refrigeration: Required: ☐ Not Required: ☐ If required, describe plan to keep food cold or frozen.

5. Is propane used for cooking or warming: Yes: ☐ No: ☐ If yes, a permit from the Lexington Fire Dept may be required.
6. Food is prepared or cooked on site: Yes ☐ No ☐. If yes, describe the equipment being used to cook the food.
7. Food is cooked off site: Yes ☐ No ☐ If yes, where will the food be cooked?
8. Describe the type of tableware used for the event:
Paper Products _____ China _____ Other _____
9. Are pots, pans, utensils and dishes washed on site? Yes ☐ No ☐ If yes, describe how and where these items will be washed (i.e. dishwasher, 3-bay sink, ect).
10. Describe measures to protect food from contamination during transportation, preparation, storage, and display:
11. Describe the management plan for the disposal of rubbish, garbage and grease:
12. Provide the number of people working the event that will prepare and serve the food. Describe the experience and training level of the food event staff.
13. Provide the number and describe the location of hand washing sinks.
14. Provide the number and describe the location of the toilet facilities:
15. All food handlers must have proper hair restraints. Will hair restraints be provided to the food handlers? YES: ☐ NO: ☐
16. Bare Hand contact is not allowed with Ready to Eat Foods, (RTE). Will disposable gloves, waxed paper or utensils be provided to the food handlers? YES: ☐ NO: ☐

Office of Community Development, Health Division use only:

PERMIT NUMBER _____ DATE RECEIVED _____ AMOUNT RECEIVED _____

APPROVED BY: _____ DATE: _____

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Temporary Public Food Service Events:

Food Safety Requirements:

Introduction: The provision of food to the public (for free or for sale) is regulated by the Food Protection Program in the Massachusetts Department of Public Health. The regulations, 105 CMR 590, establish standards designed to prevent the spread of food borne illnesses and are based upon federal food safety regulations in the Federal 1999 Food Code. Local Boards of Health are charged with implementing these state and federal regulations.

What Can be Prepared in a Home Kitchen? In accordance with State Department of Public Health Food Protection Program guidelines and recommendations, the only foods which may be prepared at a home kitchen and served at a potluck or similar “open to the public” function are “non-potentially hazardous foods” i.e. food that does not require temperature control including shelf stable baked goods, such as brownies, quick breads, rolls, cakes that do not have dairy or egg fillings or icings, and fruit pies not requiring refrigeration.

What are the Requirements for Serving Potentially Hazardous Foods at a Public Event? Potentially hazardous foods (explained below) may only be served if BOTH of the following conditions are met:

- The food is prepared under the direction of a certified food protection manager **OR** by a caterer licensed by the Lexington Board of Health who is trained in food safety principles and has equipment dedicated to keep foods at approved holding temperatures.

AND

- The facility where the event is held has obtained either a temporary or permanent food establishment license from the Lexington Board of Health

What is “Open to the Public”? Events that are advertised to the community through the media, publicly displayed signs, flyers etc. or are otherwise open to all, are considered public and are subject to these requirements.

What are Potentially Hazardous Foods? Potentially Hazardous Foods are food items requiring temperature control (either below 41° F or above 140° F) to prevent the rapid growth of pathogens or toxigenic microorganisms (bacteria that can produce toxic substances such as botulism). Note that potentially hazardous foods include most items commonly served at potluck or similar meals, such as:

- Animal-based foods such as raw or cooked eggs, meat, fish or poultry, including chili’s and soups
- Cooked plant-based food such as rice, potatoes, or pasta
- Raw seed sprouts, cut melons, cut tomatoes and garlic in oil mixtures
- Hot or cold entrees, cheeses, dips, casseroles, cream filled pastries or pies
- Any other food that can support the rapid growth of infectious or toxigenic microorganisms if not kept at the proper temperature.

What about bake sales for charitable events? Bake sales are exempt from these requirements provided they are for charitable organizations and sell/offer only shelf stable baked goods that do not require refrigeration.

- Such events do not require a food license and shelf stable baked goods that do not require refrigeration may be prepared in private homes.

- Further, we recommend that the information sheet on food allergies available through the DPH website be utilized. (www.mass.gov/dph)